

CHANGE**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

2730.8 CHG 15

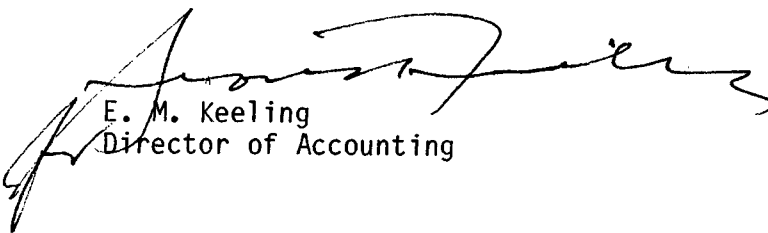
11/16/87

SUBJ: TIME AND ATTENDANCE - UNIFORM PAYROLL SYSTEM

1. PURPOSE. This change establishes appendix 8, which states the distribution and Privacy Act requirements of Form DOT F 2740.1, Statement of Earnings and Leave (SEL), and describes the abbreviations contained on the form.
2. DISTRIBUTION. This order is distributed to section level in FAA headquarters, regions and centers; to resident directors; to supervisors in field offices and facilities; and to payroll technicians in FAA payroll processing centers. Also, distribution is made to U.S. Coast Guard addressees on the CG-7 special distribution list, to DTS-823 at the Transportation Systems Center, to HFS-20 in the Federal Highway Administration, to RAD-1 in the Federal Railroad Administration, to DMA-12 in the Research and Special Programs Administration, to NAD-20 in the National Highway Traffic Safety Administration, to UAD-30 in the Urban Mass Transportation Administration, to JP-30 in the Office of Inspector General, to M-80 in the Office of the Secretary, and to AD-30 in the National Transportation Safety Board (NTSB).

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
ix	7/14/81	ix	7/14/81
x	11/20/84	x	11/16/87
5	1/26/84	5	1/26/84
6	6/11/84	6	11/16/87
		APPENDIX 8	
		1 thru 9 (and 10)	11/16/87



E. M. Keeling
Director of Accounting

Distribution: A-WXYZ-4; A-E-1; A-FOF-0(SUPV); AAC-24 (70); ACE-27(20); ASO-24(30); ASO-26(35); FAA-15; CG-7; DTS-823(100); HFS-20(5); RAD-1(5); DMA-12(60); NAD-20(70); UAD-30(50); JP-30(20); M-80(2); NTSB AD-30(35); GAO-1(2)

Initiated By: AAA-300

Page No.

Figure 11 - Employee is Authorized to Travel Outside Regular Shift and "Corresponding Hours" as a Passenger on a Common Carrier to Return to Official Duty Station From an Overnight Stay at a Temporary Duty Station (2 Pages)	32
Figure 12 - Employee is Authorized to Travel During "Corresponding Hours" and Drive His/Her POV on an Overnight Stay Away From the Official Duty Station - Employee Travels at a Time Other Than That Authorized (2 Pages)	34
Figure 13 - Employee is Authorized to Travel During "Corresponding Hours" as a Passenger on a Common Carrier on an Overnight Stay Away From the Official Duty Station - Employee Travels by a Mode Other Than That Authorized (2 Pages)	36
Figure 14 - Employee is Authorized to Travel During "Corresponding Hours" as a Passenger on a Common Carrier on an Overnight Stay Away From the Official Duty Station - Employee Travels at a Time Other Than That Authorized (2 Pages)	38
Figure 15 - Employee Who Works a Rotating Shift is Authorized to Travel as a Passenger on a Common Carrier on an Overnight Stay Away From the Official Duty Station (2 Pages)	40
Figure 16 - Employee is Authorized to Travel During "Corresponding Hours" as a Passenger on a Common Carrier on an Overnight Stay Away From the Official Duty Station - Travel Time Crosses the Normal Meal Period (2 Pages)	42
Figure 17 - Employee is Required to Drive a Government Vehicle Home to Respond to Emergency Calls Immediately from Home (2 Pages)	44
Figure 18 - Employee is Required to Respond to an Emergency Call and Drives His/Her POV from Home to Job Site (2 Pages)	46
Figure 19 - Employee Elects to Move to a New Position and is Authorized to Drive His/Her POV From the Old Official Duty Station to the New Official Duty Station (2 Pages)	48
Figure 20 - Employee Required to Move to Retain His/Her Position and is Authorized to Drive His/Her POV from His/Her Old Official Duty Station to His/Her New Official Duty Station (2 Pages)	50
APPENDIX 2. LIST OF COMMON ERRORS (2 Pages)	1
APPENDIX 3. SPECIAL COMPENSATORY TIME FOR RELIGIOUS OBSERVANCES (3 Pages)	1
APPENDIX 4. REFERENCES FOR TIME NOT WORKED CODES (1 Page)	1

	<u>Page No.</u>	
APPENDIX 5. CALENDAR YEAR 198X PAY PERIOD, PAYDAY, AND LEAVE ACCRUAL SCHEDULE (1 Page)	1	
APPENDIX 6. INDEX (16 pages)	1	
APPENDIX 7. LIST OF ACRONYMS AND ABBREVIATIONS (1 page)	1	
* APPENDIX 8. STATEMENT OF EARNINGS AND LEAVE, DOT F 2740.1 (9 pages)	1	*

(a) Maintain SF 71, Application for Leave. For leave taken immediately prior to separation or transfer, forward the SF 71 to the accounting office for inclusion with those records required for transfer to the Federal Records Center in St. Louis, Missouri.

(b) Maintain Form DOT F 3500-1, Overtime and/or Holiday Work.

(c) Maintain FAA Form 2730-68-1.

(d) Maintain copies of certificates of jury or court service, military orders, or certificates of attendance for military leave.

(4) Sending to the accounting office certificates of jury or court service, military orders, or certificates of attendance for military leave upon receipt.

(5) Securing the employee's initials, when required, for leave taken prior to submitting T&A reports to the accounting office.

(6) Submitting Time and Attendance Reports for current employees in accordance with established time schedules.

(7) Submitting Time and Attendance Reports for separated employees immediately to ensure prompt payment of lump-sum leave.

(8) Initialing in the space provided on the T&A reports.

(9) Certifying T&A reports ONLY when specifically authorized.
(See paragraph 105b.)

(10) Issuing SF 8, Notice to Federal Employees About Unemployment Compensation, to employees separated or transferred or expected to be in a nonpay status of 7 calendar days or more as follows:

* (a) Type the employee's name in the upper right-hand corner of the form. In the large rectangular box on the face of the form, type the complete parent agency name (Department of Transportation), the component (Federal Aviation Administration), and the servicing payroll office address. Also, type the agency identifying code (470-Transportation) next to the parent agency name. *

(b) Deliver the completed form personally to the employee prior to his/her departure, whenever possible.

(c) Mail the SF 8 to the employee's home address within THREE workdays after separation or entrance into LWOP status when personal delivery is not possible.

(d) Enter in REMARKS section of FAA Form 2730-68, Time and Attendance Report, the notation "Form SF 8 issued (date)."

* (11) Assuring that all employees' Time and Attendance Reports, supporting documents, and Statements of Earnings and Leave are secured from unlawful access and disclosure as cited in FAA Order 1350.22A, Protecting Privacy of Information About Individuals. *

(12) Assuring Amended Time and Attendance Reports, FAA Form 2730-68-1's, when required, are forwarded to the payroll office with a covering transmittal promptly.

(13) Notifying supervisor immediately when a preprinted Time and Attendance Report for any employee is received from the payroll office for the second or later pay period following separation from FAA or a transfer to another FAA office. *

d. Accounting Office. The accounting office is responsible for:

(1) Cooperating in providing training for time and attendance clerks in the maintenance of FAA Forms 2730-68 and 2730-68-1.

(2) Furnishing Time and Attendance Reports for each employee on the payroll at the beginning of each pay period.

(3) Maintaining the official file of FAA Forms 2730-68 and 2730-68-1.

(4) Converting compensatory time as required by pay regulations.

(5) Establishing due dates for submission of Time and Attendance Reports.

(6) Auditing Time and Attendance Reports for compliance with Office of Personnel Management regulations and agency policies.

(7) Notifying time and attendance clerks of discrepancies on Time and Attendance Reports.

(8) Using Time and Attendance Reports as basic documentation for payroll preparation.

(9) Providing leave history data for individual employees upon special request by supervisors.

(10) Verifying that an SF 8, Notice to Federal Employees About Unemployment Compensation, was issued to each applicable employee and, if not, advise the T&A clerk to issue one.

(11) Examining the envelopes and pouches containing the Time and Attendance Reports received for evidence of tampering or unauthorized alteration and reporting this evidence to security.

e. Employees. Employees are responsible for:

APPENDIX 8. STATEMENT OF EARNINGS AND LEAVE, DOT F 2740.1

1. General Description, DOT F 2740.1, Statement of Earnings and Leave (SEL). This form is the official report of earnings and leave for every employee paid under the Consolidated Uniform Payroll System (CUPS). A detailed description of abbreviations in the form is in Figure 1 of this appendix.
2. Mailing of DOT F 2740.1. SEL's are centrally mailed with the preprinted Time and Attendance Reports by the Consolidated Uniform Payroll System Operations Manager, AAC-25, on the Friday following the close of the pay period. SEL's should be received on or about the normal Tuesday payday.
3. Nonreceipt of DOT F 2740.1. Nonreceipt of SEL's should be reported to the servicing payroll processing center. Notification should be deferred until the Friday following the payday to allow for possible delays by the postal service. Replacement SEL's will be provided if 10 or more SEL's, in consecutive order, are missing. Otherwise, a facsimile of the earnings record will be provided.
4. Privacy Act Control. In order to prevent any violations of the Privacy Act, SEL's shall be handled so that none of the information on them will be disclosed unlawfully. The SEL shall not be left lying unattended, shall be concealed from observation by any unauthorized persons, and the information contained therein shall not be communicated in any manner to any unauthorized person. The SEL shall be stored in a locked container meeting the minimum requirements of DOT Privacy Act directives when they are unattended.

FIGURE 1. EXPLANATION OF ABBREVIATIONS ON
DOT F 2740.1, STATEMENT OF EARNINGS AND LEAVE

A. Employee Identification Section.

<u>Heading</u>	<u>Explanation</u>
PP	Pay period
PP End Date	Pay period ending date
AG	Agency code
REG	Agency/region code
DIST	Distribution code (for payroll office use)
NAME	Name of Employee
SSN	Last four digits of social security number
SCD	Service computation date
COST CENTER	Cost center/organization
BLK	Payroll block
GR	Grade of Employee
ST	Step of employee
FL	Fair Labor Standards Act Code (N = Nonexempt - E = Exempt)
BASE RATE	Base pay rate
REGULAR	Regular pay rate
OVERTIME-NORM	Normal overtime rate
OVERTIME-TRUE	True overtime rate

B. Earnings Section.

<u>Heading</u>	<u>Explanation</u>
DESCRIPTION	Description of earnings
HRS	Hours for each entitlement under current pay period and adjustment earnings
MIN	Minutes for each entitlement under current pay period and adjustment earnings
AMOUNT	Amount for current pay period earnings and adjustment earnings
BIWEEKLY TOTAL (Includes Adjust)	Biweekly total of pay and allowances including adjustments for prior pay periods

List of items that may appear in the Earnings Section.

<u>Item</u>	<u>Explanation</u>
ADJ-OT	Adjustment overtime
ANNUITY	Prorated amount for civilian annuity
CASH AWARD	Cash award
COMP-NORMAL	Compensatory time at normal overtime hourly rate
COMP-PAYOFF	Compensatory time for previous pay period
COMP-TRUE	Compensatory time at true overtime hourly rate
COST-LIVING	Cost of living allowance
CURR-DIFF	Currency differential (includes lump sum annual leave)
EQUAL-INTSES	Equalization or intersessional pay
ENVMNTL	Environmental differential payable at regular or overtime rate
EXCEED-MAX	Total premium pay that exceeded Title 5 maximum. Gross pay reduced by this amount if entitlements paid under Title 5 only
FLSA-OT	Fair Labor Standards Act overtime
GROSS	Total amount paid
HAZARD	Hazard pay
HOLIDAY	Holiday pay
LUMP SUM	Lump sum annual leave (does not include any differential which may be applicable)
NIGHT-DIFF	Night differential
ON-JOB-TRAINING	On the job training pay
OPER-DIFF	Operational differential (includes lump sum annual leave)
OT-NORMAL	Overtime at the normal overtime rate
OT-REGULAR	Overtime at the regular overtime rate
POST-ALLOW	Post allowance
POST-DIFF	Post differential
RDO-OT-TRUE	Regular day off overtime for wage rate employees; true overtime rate for annual rate employees
REGULAR	Regular pay
REG-PREMIUM	Regular premium pay
SEVERANCE	Severance pay
STANDBY	Standby pay (includes lump sum annual leave if applicable)
SUNDAY	Sunday pay
TRAVEL	Travel pay
T5-MEALTIME	Title 5 mealtime payment

C. Deductions Section.

<u>Heading</u>	<u>Explanation</u>
DESCRIPTION	Description of deduction
AMOUNT	Amount for current pay period deductions and adjustment deductions

List of items that may appear in the Deductions Section.

<u>Item</u>	<u>Explanation</u>
ALLOTMENTS	Allotment deduction for financial organizations
BOND	Bond deduction
CFC	Combined Federal Campaign deduction
COLL	Collection deduction (with one position code; see collection explanation in Deduction Section)
FED-TAX	Federal income tax deduction (with marital status and number of exemptions)
FED-TAX-VI	Federal income tax deduction Virgin Islands
FICA	Federal Insurance Contribution Act deduction
GHI	Government Health Insurance deduction (with applicable carrier code)
GHI-PYMT	Government Health Insurance payment (direct payment from employee)
GLI-ADTL	Government Life Insurance additional optional deduction
GLI-ADTL-PYMT	Government Life Insurance additional optional payment (direct payment from employee)
GLI-FAM	Government Life Insurance Family optional deduction
GLI-FAM-PYMT	Government Life Insurance Family optional payment (direct payment from employee)
GLI-OPT	Government Life Insurance standard optional deduction
GLI-OPT-PYMT	Government Life Insurance standard optional payment (direct payment from employee)
GLI-REG	Government Life Insurance regular deduction

<u>Item</u>	<u>Explanation</u>
GLI-REG-PYMT	Government Life Insurance regular payment (direct payment from employee)
LABOR	Labor organization deduction (with applicable organization code)
LTAX	Local income tax deduction (with applicable taxing authority)
LTAX-DED	Local income tax deduction (adjustment to local income tax withheld)
LTAX-WGE	Local income tax wages (adjustment to local taxable wages)
MEDICARE	Medicare deduction
QUARTERS	Deduction for Government-provided quarters
RETIREMENT	Retirement deduction
RETIREMENT-PYMT	Direct payment from employee
RET-DEP-PYMT (MIL)	Retirement deduction for Post 1956 Military Service
STAX-DED	State income tax deduction (adjustment to State income tax withheld)
STAX-MAND	State income tax deduction (with mandatory taxing authority, marital/filing status and number of exemptions)
STAX-VOL	State income tax deduction (with voluntary taxing authority)
STAX-WGE	State income tax wages (adjustment to State taxable wages)
TSP-DED	Thrift Savings Plan deduction
TSP-DED-PRIOR-YR	Thrift Savings Plan deduction for prior year (remaining entitlement from immediately preceding year)
TSP-GOV-SHR	Thrift Savings Plan Government share (Government basic plus applicable Government matching contributions)
UTILITIES	Utilities deduction

List of type of collections that may appear in the Deductions Section.

<u>Code</u>	<u>Explanation</u>
A	Collection for other agencies
B/C	Court ordered bankruptcy
D	Retirement deposit (military service)

<u>Code</u>	<u>Explanation</u>
E	Retirement deposit (civilian service)
G	Court ordered tax levy subject to minimum pay retention
I/9	Court ordered payments (i.e., alimony, etc.)
0	Collection for supplemental pay
1	Overpayment of salary (dual compensation)
2	Travel advance
3	Jury duty fees
4	Violation of training agreement
5	Emergency military leave
6	Overpayment of travel
7	Tax levy
8	Indebtedness to agency

D. Net Pay Section.

<u>Item</u>	<u>Explanation</u>
BIWK-GROSS	Biweekly gross (includes adjustments)
TOT-DED	Total deductions
NET-PAY	Gross pay minus total deductions
TSP-GROSS	Thrift Savings Plan gross (current pay used for computation of employee percentage election and applicable Government contribution)

E. Year-To-Date Pay and Deductions Section.

List of items which may appear in the Year-to-Date Pay and Deductions Section. Year-to-date amounts represent the current calendar year totals applicable to the organization the employee is in or was assigned to within the Department of Transportation.

<u>Item</u>	<u>Explanation</u>
CASH-AWARDS	Cash awards
CFC	Combined Federal Campaign deduction
COST-LIVING	Cost-of-living allowance (adjusts gross wages for current year taxable wages)
FED-TAX	Federal income tax deduction
FED-TAX-VI	Federal income tax deduction Virgin Islands

<u>Item</u>	<u>Explanation</u>
FICA-TAX	Federal Insurance Contribution Act taxes
FICA-WGE	Federal Insurance Contribution Act wages
GHI	Government Health Insurance
GROSS	Gross wages (includes all monies received for the current taxable year)
GROSS-PCS	Gross wages for permanent change of station
GROSS-VI	Gross wages (Virgin Islands)
LABOR	Labor organization deduction
LTAXD	Local income tax deduction (with applicable taxing authority)
LTAXW	Local income tax wages (with applicable taxing authority)
MED-TAX	Medicare taxes
MED-WGE	Medicare wages
POST-ALLOW	Post allowance (adjusts gross wages for current year taxable wages)
QUARTERS	Quarters deduction (adjusts gross wages for current year taxable wages)
RETIREMENT	Retirement deduction
STAX-DED	State income tax deduction (with applicable taxing authority)
STAX-WGE	State income tax wages (with applicable taxing authority)
TSP-FUNDC-AMT	Thrift Savings Plan common stock index fund deduction (1988 and subsequent years)
TSP-FUNDF-AMT	Thrift Savings Plan fixed income fund deduction (1988 and subsequent years)
TSP-FUNDG-AMT	Thrift Savings Plan Government securities fund deduction
TSP-GOV-AMT	Thrift Savings Plan Government amount (Government basic plus applicable Government matching contributions)
TSPTAX-DEFAMT	Thrift Savings Plan tax deferred amount (total deductions reduced from taxable wages)

F. Leave Section.

List of items which may appear in the Leave Section.

<u>Item</u>	<u>Explanation</u>
ANNUAL	Annual leave
AWOL	Absent without official leave
BEG-BAL	Beginning balance (annual, sick, and restored leave)

<u>Item</u>	<u>Explanation</u>
CAT	Annual leave category
CHGSTA	Permanent change-of-station leave
COMP	Compensatory leave
COURT	Court leave
EARN-PP	Earned in the current pay period (annual, sick, home, and compensatory leave)
EARN-YTD	Earned year-to-date (annual and sick leave)
END-BAL	Ending balance (annual, sick, home, compensatory, and restored leave)
EXCUSED	Excused leave
FURLGH	Furlough
HOLIDAY	Holiday observed
HOME	Home leave
LEAVE-OTH	Other leave (lower section of leave segment)
LWOP	Leave without pay
ML-EMG	Emergency military leave
ML-REG	Regular military leave
RESTORED	Restored annual leave (first line reflects all restored leave - additional line(s) provide breakdown for each year in which leave was restored)
SICK	Sick leave
SUSP	Suspension
TOT-WOP	Total without pay year-to-date
TRAU	Traumatic injury leave
USE-LOSE	Use or lose (amount of annual and restored leave that will be lost if not taken by the end of the leave year)
USED-PP	Used in the current pay period (annual, sick, home, restored, and compensatory leave)
USED-YTD	Used year-to-date (annual, sick, home, and restored leave)
WOP-PSI	Total without pay since last promotion or step increase
WOP-80	Total without pay toward loss of annual and sick leave accrual
YR	Year in which restored annual leave was restored
\$VALUE	Dollar value of annual and sick leave

G. Accumulative Information Section.

List of items which may appear in the Accumulative Information Section. Accumulative amounts represent the totals for all organizations within the Department of Transportation that the employee has been assigned.

11/16/87

2730.8 CHG 15
Appendix 8

<u>Item</u>	<u>Explanation</u>
BOND-BAL	Bond balance remaining at end of pay period
RETIREMENT	Retirement deduction
RET-DEP-MIL	Retirement deposits for Post 1956 Military Service
TSP-ACC	Thrift Savings Plan accumulative (employee deduction and applicable Government basic and matching contributions)

